

## APPENDIX J

### REQUEST FORMAT FOR PRE-PROPOSAL PLANNING FUNDS

SNPLMA Pre-Proposal Planning Request

Date:

General Project Information			
Title:			
Agency/Entity:			
Point of Contact:		Telephone #:	
Total Funding Request:			
Duration:			

Project Overview
1. Describe the anticipated project for which the pre-proposal planning funds are requested, as well as, detail the expenditure category and the anticipated round that the project will be submitted:
2. Description of the planning/feasibility work to be performed:
3. Description of need/justification and objectives of the planning/feasibility effort:
4. Description of deliverables/requirements: (Maps, reports, test data, studies; Describe the anticipated deliverables of the funding initiative.)
5. Is this request a phase or associated with an approved project from a previous round? If yes include the amount of funds already provided for and the completion status of the previous phase.
6. Describe the review and approval process that will be used to evaluate the planning deliverables: (What is the plan to evaluate the outcome of the study? For example, What group, committee or person will evaluate the findings and make a recommendation upon the results.)

Project Overview
7. Other Important Factors or Dependencies:

Approval Signature		
Name & Title	Signature	Date